



**DEPARTMENT OF HEALTH
AND SOCIAL SERVICES**

"DMS - Serving Those Who Serve Delaware"

Division of Management Services

RECRUITMENT #05-H242

OPENING DATE: April 6, 2005

CLOSING DATE: April 20, 2005

LABORATORY TECHNICIAN III
(Career Ladder Position)

SALARY: \$26,878 - \$33,597 (Pay Grade 9)

Vacancy Exists

**Division of Public Health
Smyrna, DE**

SUMMARY STATEMENT: This is advanced level laboratory technician work involving medical/microbiological testing and analysis.

SELECTIVE REQUIREMENT: Associates Degree from an accredited college in Laboratory Science or Medical Laboratory Technology.

NOTE: Please address the selective requirement separately on your application. Applicants who do not meet the selective requirement will not be eligible to compete for this position even if Merit System minimum qualifications are met. Because of the selective requirement, names of qualified eligibles will not be merged with an established register.

MINIMUM QUALIFICATIONS: Applicant must have education, training and/or experience demonstrating competence in each of the following areas:

1. Experience conducting chemical or biological laboratory tests.
2. Experience in the laboratory equipment and instrumentation.
3. Experience in laboratory sample handling.
4. Knowledge of performing mathematical and statistical computations on laboratory test data.

ESSENTIAL FUNCTIONS: Prepares media, reagents and stains. Computes and measures quantity. Ensures orderly and environmentally correct storage of media, reagents, supplies, samples and equipment. Ensures technically correct cleaning, sterilization and solvent treatment of equipment. Conducts laboratory tests and analyses. Operates and maintains various laboratory equipment. Requisitions, inspects and distributes laboratory supplies and equipment. Records information on manual/computerized records, logs and related requests for analysis, shipping/transporting samples, ordering

supplies/equipment, and status of water supply system. Packs and ships, picks up or delivers supplies, samples and equipment. May perform phlebotomy to obtain blood specimens for examination. Work is performed with limited supervision and reviewed at random. Conducts a variety of quantitative and qualitative chemical, bacteriological or microscopic tests and analyses. Samples/matrices may be in extremely small quantity or in less than usual condition. Prepares stains and analyzes slides when the quantity/condition of samples precludes analysis via instrumentation. Recommends alternative methods for dealing with problem samples. Provides guidance to lower level technicians. Operates standard and complex instrumentation. Examples include: determine quality and quantity of chemical analytes present in various tissue samples/body fluids/environmental matrices or develop data regarding blood cell components or analyze various plant, animal, soil, water or air samples to determine presence of toxins, disease and other abnormalities and/or pollutants. Performs daily quality control, standardization, calibration and instrument maintenance.

WEIGHT OF EXAMINATION: 100% Training and Experience

BENEFITS: These include 15 paid vacation days, 12 paid holidays, sick leave with pay, liberal pension, and health and life insurance. For part-time employees, vacation and sick leave are credited on a pro-rated basis.

ONLINE APPLICATION PROCEDURE: Applicants may apply for State jobs, accessing job postings and employment applications via the Internet at www.delawarestatejobs.com.

APPLICATION PROCEDURES: ONE current State of Delaware Employment Application must be submitted for EACH classification for which you apply. Applicant should indicate the recruitment number from the top of page one in the "Position Applied For" area of the application.

Applicants must submit a fully completed, signed/dated, State of Delaware application and are advised to attach resumes, transcripts (unofficial is acceptable) and other pertinent information. Written addendum information will not be accepted after this announcement has closed.

Applications may be submitted directly to the DHSS Applicant Services Office at the following address:

**Department of Health & Social Services
Applicant Services Office
Charles H. Debnam Building, First Floor
Herman M. Holloway, Sr. Campus
1901 N. DuPont Highway
New Castle, DE 19720
Phone: (302) 255-9100
Fax: (302) 255-4415**

Applications may also be obtained from and submitted to any of the following locations for forwarding to DHSS:

☛ **STATE PERSONNEL OFFICE**, Employment Services, Townsend Building, 401 Federal Street, Suite 5, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

☛ **STATE PERSONNEL OFFICE**, Employment Services, Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

✦ STATE PERSONNEL OFFICE, Employment Services, Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

(Direct deposit of paychecks is required as a condition of employment for all new employees.)

Accommodations are available for applicants with disabilities in all phases of the application and employment process. Persons with disabilities are encouraged to call 302-739-5458 to request an auxiliary aid or service.

**THE STATE OF DELAWARE IS AN AFFIRMATIVE ACTION
AND EQUAL OPPORTUNITY EMPLOYER.**